School Visitor Safeguarding Guide

• Please switch off your mobile phone on entry to the Academy

• Ensure your Visitor Badge is visible at all times

• No smoking or vaping in or around the Academy site

• Remember to sign out and hand your badge in at reception when leaving
Safeguarding Team

Mr Turner
Designated Safeguarding Lead

Ms Glover
Deputy Designated Safeguarding Lead

Ms Mullinder
SENCo

Mr Hutchings
Safeguarding Governor

Miss Worth
Year 7 Pastoral Mentor

Miss Follett
Year 8 Pastoral Mentor

Mrs Puleston
Year 9 Pastoral Mentor

Mrs Scott
Year 10 Pastoral Mentor

Mrs Keane
Year 11 & 6th Form Pastoral Mentor
What do you do if you are worried about a child?

If you become concerned about -

- Something a child says
- Marks or bruising on a pupil
- A child’s behaviour or demeanour

you must inform a member of the Safeguarding Team.

What do you do if a child discloses to you they are being harmed?

- React calmly
- Listen carefully to the child, particularly to what is said spontaneously
- Do not promise confidentiality. Explain to the child that you may need to pass on the information if you are worried about their safety
- You may clarify your concern using, “Tell, explain, describe or outline,” but as soon as your concern is confirmed ask no further questions as further enquiries may be compromised
- Reassure the child that they have done the right thing
- Record carefully what the child says in their words including how and when the account was given. Date, time and sign the record. Pass this onto the Designated Person for Safeguarding immediately

Keeping yourself safe

Be professional. Be careful how you interact with or speak to a child. The child may interpret it differently. Avoid physical contact with children, unless you are preventing them from immediately harming themselves or others. Avoid being on your own with a child; always ensure that a door or window to the corridor is open/visible so that you are visible to others.

Staff Conduct

If you are concerned about the conduct of a member of staff following an observation or disclosure, please inform the Designated Safeguarding Lead.

Medical Needs

If you have medical needs that the Academy needs to be aware of, please inform a member of staff on the reception desk upon arrival.
Fire Procedures - Action in the event of fire

Fire Action

• Make yourself familiar with the fire routes now

Upon discovering a fire

• Raise the alarm by using the nearest fire alarm call point
• Leave by the nearest exit
• Proceed directly to the fire assembly point

Upon hearing the alarm-continuous bell ringing

• Remain calm
• Close doors behind you
• Leave by the nearest fire exit
• Proceed directly to the fire assembly point
• DO NOT stop to collect personal belongings
• DO NOT use the lift